

CAP National Staff College

What: The Civil Air Patrol National Staff College is the executive-level in-residence course for senior members who aspire to executive level leadership in CAP. The purpose of the college is to provide CAP field grade officers the types of developmental experiences required to manage complex programs. The curriculum includes advanced studies in communications, leadership and management. The faculty is composed of CAP personnel, Air Force Reserve officers and faculty members of various Air University professional military education schools.

Who: Attendees must hold the rank of major and above, and have attended Region Staff College. Commanders at all levels are especially encouraged to apply.

When: Sept. 20-27 (The 20th and 27th are travel days only).

Where: Maxwell Air Force Base-Gunter Annex, AL.

How: Registration fee T BA. Billeting and meals at Gunter Annex at individuals' expense. Applicants should refer to Paragraphs 2-7b and 7-2 of CAPR 50-17 for details. Forward CAP Form 17 through unit and wing (region staff members only, need region commander endorsement) for endorsement by each, to CAP National Headquarters/ETP, 105 S. Hansell St., Bldg.714, Maxwell AFB, AL 36112-6332 Aug. 15.

Web site: www.capnhq.gov/nhq/aeroed/AE_Web_Page/CAP_National_Staff_College.htm

2003 Senior Member Activity Schedule

Region Staff College

What: Region Staff College is a formal in-residence program required for completion of Level IV. The purpose of each college is to help prepare selected CAP officers to execute duties and responsibilities associated with executive-level CAP command and staff positions. Courses include lectures and seminars covering interpersonal communications, leadership and management, and training techniques.

Who: CAP officers who have completed Level III and who hold command or staff positions.

Northeast Region Staff College

Director: Col. Bryan Cooper
45 Griffith Dr., Riverside, RI 02915-2414
Phone: (401) 433-4755; Fax - (401)433-4755
E-mail: bryanwc@juno.com

When/Where: July 13-19, NCO Academy, McGuire AFB, NJ

How: Apply through channels on CAPF 17. Registration is \$30 — make check payable to NER-CAP or your wing headquarters for approval, then forward to NERSC director by June 1. Billeting at NCO Academy dorms \$24.50/day (at the moment). One person to a room. Meals at Falcon dining hall are \$5-8.

Southeast Region Staff College

POC: Lt. Col. Kay Cunningham
12650 NE 42nd Terrace, Anthony, FL 32617
Phone: (352) 840-0164
E-mail: kcunningham@juno.com

When/Where: July 19-26, McGhee-Tyson ANGB, TN

How: Apply on CAPF 17 through channels. Send \$50 fee with application to the Southeast Region Headquarters no later than June 21. Fee for applications submitted after deadline is \$75.

Great Lakes Region Staff College

Director: Lt. Col. Richard Neuwirth
5332 Moser Rd., Route 3, Defiance, OH 43512
Phone: (419) 497-3880

When/Where: July 27-Aug. 2, Grissom AFB, IN

How: Apply on CAPF 17. One copy through channels to the Great Lakes Region Headquarters. Fees to be announced.

Middle East Region Staff College

Director: Lt. Col. Roy Douglass
8505 Hopkins Rd., Rougemont, NC 27572
Phone: Hm - (919) 643-1509 (after 5:30 p.m. weekdays)
E-mail: team99rvn@mindspring.com

Roy.Douglass@verizon.com

When/Where: June 22-28, Peace College, Raleigh, NC (tentative)

How: Submit CAPF 17 through channels to Middle East Region Headquarters. Include \$25 deposit with application — balance due before arrival. Total registration fee TBA. Please send in staff applications by March 20 and student applications no later than May 22.

North Central Region Staff College

Director: Col. Mary F. Donley
606 East 28th St., Sioux Falls, SD 57103
Phone: (605)334-7797; Fax - (605)367-4871
E-mail: mfdonley@aol.com

When/Where: Dates TBA, Offutt AFB, Omaha, NE

How: Submit CAP Form 17 through channels. Include \$65 deposit payable to NCR-CAP to course director. Lodging space-available on base.

Rocky Mountain Region Staff College

Director: Lt. Col. Philip J. Biersdorfer
P.O. Box 154, Gypsum, CO 81637
Phone: (970) 524-9478; Fax - (970) 524-5248
E-mail: pjb-tlb-n312@juno.com

When/Where: April 5-12, Peterson AFB, U.S. Air Force Academy, CO.

How: Submit CAP Form 17 to: Lt. Col. Robert Cook, CAP RMR DCS/Professional Development, Box 189, Frisco, CO 80443. E-mail rcalc@juno.com by the June 11. Total fee is \$135. Submit \$40 deposit with application — make check out to RMR Staff College.

Pacific Region Staff College

POC: Lt. Col. Lori Duffy
4906 SE Harrison, Portland, OR 97215
Phone: (503) 235-2156
E-mail: lorid@katu.com

When/Where: May 17-23, Nellis AFB, Las Vegas, NV

How: Submit CAP Form 17 through channels with \$40 registration fee to above address by April 1.

Southwest Region Staff College

Director: Maj. Margo Sothard
7111 N. 75th Ave. #2136, Glendale, AZ 85303-2510
Phone: Hm - (623) 915-1846 or Wk - (602) 322-8813
E-mail: magoo@caradoc.org

When/Where: July 12-20, Kirtland AFB, Albuquerque, NM

How: Apply through channels on CAP Form 17. Send \$25 deposit with application to address above no later than June 15.

Inland SAR Planner Course

What: A five-day course conducted by the staff of the National SAR School to enhance the professionalism of CAP mission coordinators. The curriculum includes all aspects of organization, planning, communications and operations involving inland search and rescue.

Who: All operationally oriented senior members may apply, but preference will be given to current mission commanders or trainees. If a member has attended previously, but not recently (within the last three to four years), he or she can attend as a refresher. Preference will be given to personnel who have never attended.

When: The following fiscal 2003 classes still have openings. Additional information and new courses are released in the quarterly *Ops Brief Newsletter*.

<u>Course Dates</u>	<u>Location</u>	<u>App Deadline</u>
April 7-11	Boise, ID	Feb. 20
April 28-May 3	Knoxville, TN	March 13
May 19-23	Fayetteville, AK	April 3
2-6 June 2003	USCG Tracen Yorktown, VA	April 17
Aug. 4-8	USCG Tracen Yorktown, VA	June 19

How: Apply through channels on CAPF 17 to CAP National Headquarters, CAP/DOS, Bldg. 714, 105 S. Hansell St., Maxwell AFB, AL 36112-6332. The application deadline is normally 45 days prior to school start date. If you have any questions, please contact the Emergency Services staff at CAP National Headquarters via e-mail at dos@capnhq.gov or fax at (334) 953-6342.

Air Force Rescue Coordination Center SAR Management Course

What: A two-day AFRCC-conducted course designed for Civil Air Patrol Incident Commanders and other Civil Air Patrol Search and Rescue personnel. Covers all facets of inland search and rescue.

Who: Each CAP region or wing hosting the course determines eligibility.

When/ Where: Courses are typically hosted by a local wing or region and announced locally.

How: Apply through channels on a CAPF 17 to the host wing or region at least 45 days in advance.

Web site: www.acc.af.mil/afrc

National Emergency Services Academy

What: This special activity gives hundreds of members the opportunity to train in Emergency Services qualifications at a National Headquarters certified courses. All courses are held at Camp Atterbury, just 35 miles south of Indianapolis, Indiana. Qualified CAP, USAF, and industry experts will conduct the courses. Housing and meals are provided at Camp Atterbury for all participants. The academy is offering several courses this year in the National Ground Search and Rescue School, Mission Base Staff School and Mission Aircrew School. The following is a summary of the courses in each school with prerequisites.

NGSAR - Two basic courses will be conducted to train personnel to become ground team members as well as two advanced courses to train personnel to become ground team leaders. Senior members interested in attending must have completed general emergency services training. The Advanced course requires basic course completion (or equivalent). It is recommended that personnel applying to the Advanced Course be current in advanced first aid (this training is available during the pre-course sessions). All NGSAR participants will spend the majority of the course in the field and will be required to sleep in survival shelters or tents during several of the school's exercises and training missions.

MBSS - One basic course will be held this year that will focus in training entry level mission base staff personnel to be mission radio operators, staff assistants, unit leaders and branch directors, including ICS 200 level training. Additionally, one advanced course will be conducted to train section chiefs, the command and general staff, and incident commanders including ICS 300 and 400 level training. Applicants for the basic course must have completed general emergency services training. Applicants for the advanced course must be graduates of the MBSS basic course or have equivalent training.

MAS - This course will be conducted in two tracks: mission scanner/observer and mission pilot. All training will cover the requirements for aircrew members as established in the current emergency services regulations. All applicants must be at least 18 years of age at the start of the course, have completed general emergency services training, and will include a copy of the last six months of their flight logs with their application if applicable. Personnel applying for the mission pilot track must also include a copy of their most current CAPF 5 with their application, and will be required to have a current CAPF 5 on arrival at the school.

When & How Much: (Optional Pre-courses: July 21 - 26, \$Varies from \$40 to \$100)

(Basic NGSAR: July 20 - 26 & Jul 27 - Aug 2, \$150)

(Advanced NGSAR: July 20 - 26 & Jul 27 - Aug 2, \$150)

(Basic MBSS: July 20 - 26, \$150)

(Advanced MBSS: Jul 27 - Aug 2, \$150)

(MAS - Mission Scanner/Observer Track or Mission Pilot Track: Jul 25 - Aug 2, \$150)

(NESA Staff: Dates vary from 17 July to 4 August depending on staff assignment, \$40)

How: Apply through channels on a CAPF 31 to National Headquarters CAP/DOS, Bldg. 714, 105 S. Hansell St., Maxwell AFB, Alabama 36112-6332. Slots are assigned on a first come, first served basis for senior students, and staff members are selected on a case-by-case basis. For more information, contact the Academy Director, Maj. Gary Brockman, via phone at 317-897-4598 or via e-mail at pathfinder@tcon.net, or the project officer, Major Joe Curry, via phone at 334-953-4228 or via e-mail at jcurry@capnhq.gov. Personnel interested in attending more than one course at the National Emergency Services Academy in a year can do so consecutively, but must coordinate their participation with the project officer in advance to avoid scheduling conflicts.

Federal Emergency Management Agency National Emergency Management Institute

What: Various types of emergency services courses available

Who: Any member interested in furthering their disaster relief education.

When/ Where: Home study; enroll at anytime.

How: Contact the Registrars' Office, National Emergency Management Institute, 16825 South Seton Ave., Emmitsburg, MD 21721, call (301) 447-6771 or look online at the address below.

What is Level One training?

Level One training provides new senior members with comprehensive information required for active membership in CAP. It consists of the CAP Orientation Course and Cadet Protection Program Training.

The Orientation Course provides an overview of CAP history, mission, organization, uniform wear,

military customs and courtesies, etc.

The Cadet Protection Program Training Course provides all senior members with awareness of child abuse, thereby reducing the potential for physical, emotional and sexual abuse of cadets. CAP requires this training for all senior members and cadets, age 18 and over.

Air Force Institute for Advanced Distributed Distance Learning

What: AFIADL replaces the Air Force Extension Course Institute as the correspondence school of the Air Force. Its services are available without cost to CAP members. Two broad areas of study are available: Professional military education and specialized technical courses. For CAP members, PME courses would improve knowledge of command and leadership. AFIADL's specialized courses are designed to provide training for CAP members in the performance of specialized duty.

Who: Courses are available to active senior members in good standing who have completed Level I training, as well as cadets who have achieved the Gen. Billy Mitchell Award. Senior members are encouraged to enroll in courses they believe will raise their efficiency in any specialty. See CAPR 50-17 or CAPP- 8, *Unit Test Control Officer Handbook* for details.

How: Application procedures can be found in CAPP-8 or CAPR 50-17. Certain time restrictions and course-completion requirements are identified in the AFIADL catalog and in course materials provided by AFIADL. To apply, use AFIADL Form 23 (or ECI Form 23 until existing supplies are exhausted), Maxwell AFB Form 117 to apply. Submit application through unit and wing test control officers to AFIADL. The AFIADL registrar can be contacted at: HQ AU/CFR, 60 Schumacher Ave., Maxwell AFB AL 36112-6337; fax - DSN 493-8127; or Cmccl - (334) 953-8127.

Web site: www.capnhq.gov/nhq/aeroed/AE_Web_Page/SeniorTrainingnew.htm

Unit Commanders Course

What: This course is designed to give new and potential unit commanders the skills needed to be effective leaders of their units. While the course briefly reviews staff duties, the focus of the course is on how staff officers can assist the commander and what the commander can do to support them. The course also provides basic leadership and management skills unique to the command function. Attendees will learn about processes to solve problems, save time, and keep the focus on the mission.

When: Dates and locations announced annually by wing headquarters.

How: Apply on a CAPF -17 as directed by the unit.

Web site: www.capnhq.gov/nhq/aeroed/AE_Web_Page/UCC_Schedule.htm

National Legal Course

Prerequisites: Current CAP Membership; completion of Level One; currently appointed as a CAP Legal Officer; approval of Wing and Region Commander, (Judges, court officers and new members may apply for a waiver). This course is given once every other year.

Points of Contact: Becky Lee, HQ CAP/GC, 105 S. Hansell St., Maxwell AFB, AL 36112-6332, (334) 953-6019, blee@capnhq.gov, will serve as the registrar for the college and will accept applications.

When/ Where: 16-21 September 2003, Minneapolis, MN

How: Submit your completed CAP Form 17 through the chain of command, with appropriate endorsements, to arrive at HQ CAP/GC no later than **August 12**. Registration fee TBA.

Flight Clinics

What: CAP Regions and/or Wings have considerable latitude in development of Flight Clinics. They may cosponsored by approved external sources (e.g., FAA, AOPA). Partial funding is available in accordance with CAP Regulation 50-11. Clinics must include both a ground and a flight phase. Flight Clinics are designed to increase pilot proficiency and safety consciousness.

Who: Anyone may attend, however, funding is limited to one clinic per CAP pilot per fiscal year.

How: Apply through channels on CAPF 17 to Civil Air Patrol Region or Wing Headquarters.

Squadron Leadership School

What: This course is designed to enhance a senior member's performance at the squadron level and to increase their understanding of the basic function of a squadron and how to improve squadron operations. Completion of Squadron Leadership School is necessary for completion of Level II.

Who: Senior members who have completed Level I and enrollment in one or more specialty track are eligible to attend.

When/Where: Dates and locations are announced by wing and region headquarters.

How: Apply on CAPF 17, as directed by the unit.

Web site: www.capnhq.gov/nhq/aeroed/AE_Web_Page/sls_course_updates.htm

Corporate Learning Course

What: The course is part of Level III. The course is designed to explain how a wing operates in each of CAP's major mission elements and how mission support functions contribute to these mission elements. Armed with this knowledge, senior members can learn how they and their respective organizations can best support the wing and fulfill the corporate role of CAP.

Who: Eligible CAP members should attain the technician level of their specialty and attended a squadron leadership school.

When/Where: Dates and locations are announced by wing and region headquarters.

How: Apply on CAPF 17 as directed by the unit.

Web site: www.capnhq.gov/nhq/aeroed/AE_Web_Page/clc_course_updates.htm